



For alternate formats, call 206-296-6600.

Limited Pre-Application meetings are intended for those who would like to meet with a limited number of reviewers prior to preparing and submitting an application for a building permit. Limited Pre-application meetings are designed for proposals that are extremely limited in scope or very conceptual in nature where an applicant only wants the feedback of only one or two DDES review disciplines. **This meeting and any preparation or follow-up time will be charged at the current DDES hourly rate for each staff member involved.** These meetings are held at the applicant's request, typically with one or two reviewers and are preliminary in nature and not intended to fulfill any mandatory pre-application meetings required for permit submittal (see KCC 20.20.030). Please complete the spaces below so that you meet with the appropriate reviewer(s) for your questions.

Pre-Application Number	Reviewer(s) Assigned	Date Assigned	Meeting Date
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Applicant Name	Date
Mailing Address	Phone: Fax: E-Mail:
Project Description	
Project Address/Location	Parcel Number(s)

☐ Building Issues
 ☐ Traffic Issues
 ☐ Wetland/Stream Issues
☐ Fire Issues
 ☐ Zoning/Parking Issues
 ☐ Grading Issues
☐ Drainage Issues
 ☐ Geotechnical Issues
 ☐ Other: _____

1. *That to the best of the applicant's knowledge, any critical areas on the development proposal site have not been illegally altered; and*
2. *That the applicant has not previously been found in violation of critical areas regulations for any property in King County, or alternatively, that if there have been any violations, such violations have been cured to the satisfaction of King County.*

Signature of Applicant	Print Name	Date
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King County
Department of Development
and Environmental Services
Building Services Division
900 Oakesdale Avenue Southwest
Renton, Washington 98055-1219
206-296-6600 TTY 206-296-7217

Instructions for Limited Pre-Application

Services Available at DDES

DDES offers many free bulletins that deal with construction and land use issues, which may answer your questions. These bulletins are available:

- On the Web at <http://www.metrokc.gov/ddes/bulletin.htm>;
- In the lobby at our main office in Renton;
- By calling 206-296-6600 and requesting them.

If you have reviewed the information in these informational bulletins and would like to meet with one or two DDES staff members, a Limited Pre-Application meeting may be the right choice for you.

A Limited Pre-Application meeting is an opportunity to sit down with one or two of our code experts to discuss your particular project. This can be useful whether or not you are early in the planning stages or almost ready to submit your application. The cost of this meeting will be charged at the current DDES hourly rate for each staff member involved. This time would apply to the meeting, and also any time devoted to preparation or follow-up.

If appropriate, a Fee Quote will be prepared for the proposal as part of the Limited Pre-Application meeting should the proposal not trigger the threshold for a mandatory pre-application meeting set in King County Code (KCC) 20.20.030.

How is this different from the standard or more traditional pre-application meeting? A Limited Pre-Application meeting is designed to be a one-on-one type meeting versus the more traditional DDES pre-application meeting which brings together staff from many different disciplines to work with you on your project at a voluntary or mandatory pre-application meeting.

If a limited pre-application is the right choice for you, complete the following checklist:

- ☐ Fill out the form on the back side (page one) of this document
- ☐ Bring or mail it to:

King County DDES
Attn: Julie Kubota
900 Oakesdale Ave. SW
Renton, WA 98055-1219
- ☐ Include with the completed request form – one set of the documents you wish to discuss for each staff member requested. Examples of documents would include a detailed project description and summary, parcel number, legal description, site plan, building plans, calculations, photographs, site reports, etc.
- ☐ A deposit in the amount equal to one hour at the current DDES hourly rate will be due prior to scheduling the limited pre-application meeting. Any checks should be made out to “King County Office of Finance.” (For the current hourly rate, contact Julie Kubota at 206-296-7245 or visit [Permit Fee Estimates](#) on the DDES Web site at www.metrokc.gov/ddes.)

For questions and scheduling, please contact Julie Kubota* at 206-296-7245.

The purpose of a pre-application conference is to review and discuss the application requirements with the applicant and provide comments on the development proposal. Information provided by King County Development and Environmental Services (DDES) staff, written or verbal, prior to, during or after pre-application processes is preliminary in nature and subject to changes in codes and regulations until such time that a formal building permit application is submitted and deemed complete. The applicant is responsible for determining whether a development proposal complies with applicable codes and regulations. The pre-application process is not intended to provide assurances that a development proposal will be approved by King County.

*If Julie is not available, please contact DDES at 206-296-6600 and request to speak to a BSD Project Mgr.

Check out the DDES Web site at www.metrokc.gov/ddes